

# JOB OPPORTUNITY BULLETIN

## LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



### POSITION:

### INFORMATION TECHNOLOGY SPECIALIST III (6DP036) (EQUIVALENT TO: SYSTEMS SOFTWARE SPECIALIST III (TECHNICAL))

**JOB LOCATION: SACRAMENTO, CALIFORNIA**

**SALARY: \$5,713 - \$6,945**

**FINAL FILING DATE: OCTOBER 4, 2006**

**DUTIES AND RESPONSIBILITIES:** Under the general direction of the Business Systems Division Manager, the incumbent acts as the Project Leader on the most complex mission-critical applications, where the consequence of failure could have a high to extreme impact on the business success of the Data Center. The incumbent will lead a team of Information Technology Specialist Is and IIs on one or more complex projects, and act as the lead knowledge expert on the use of new technologies in the configuration, maintenance and enhancement of commercial off-the-shelf (COTS) systems (including the Oracle E-Business Suite and HP/Peregrine Service Management (SC 6.0)), in the development and enhancement of ancillary custom systems, and in the maintenance of COTS and custom production applications.

**WHO MAY APPLY:** Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Under the LDC position-specific selection program, candidates do not have to be on a State list in order to apply. LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Please note that positions at this level belong to Work Week Group (WWG) E. No employee in a classification assigned to WWG E shall have his/her salary reduced for absences of less than an entire day. However, there is also no overtime provision for a WWG E employee if he/she works in excess of 40 hours per week. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

**HOW TO APPLY:** Submit a standard State application form (Std. 678) and resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the personnel office by 5:00 p.m., Wednesday, October 4, 2006, or be postmarked by this date. Please include 6DP036 after the position title on your application and note how you heard about this position. Technical questions regarding the position may be directed to Paula Brooks at (916) 341-8580. Questions regarding the application process may be directed to Personnel at (916) 341-8330.

**MINIMUM QUALIFICATIONS:** Expert knowledge of COTS applications specifically the Oracle E-Business Suite Financials, Human Resources (HR) and Payroll applications and its architecture on a SUN platform. Expert knowledge of applications development and software engineering principles to analyze, design and construct automated solutions that meet customers' business and information systems requirements. Expert knowledge of analysis methods to obtain and translate the customer's technical and information needs into automated solutions, and to resolve data processing issues and computer program errors. Ability to think tactically and strategically to provide information technology solutions and services that meet the customers' needs and fit into the IT architecture of the Data Center. Excellent oral and written communication skills. Demonstrated experience designing, developing and maintaining COTS applications in n-tier client/server and web environments. Demonstrated ability to lead a project team successfully on the most technically complex mission-critical applications of high to extreme risk to the business success of the Data Center. Ability to

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initiate a project, independently; prepare project plans and project definition documents; determine resources needed, monitor project scope and coordinate the work of the project team. Ability to effectively conduct prototype sessions as an iterative process to define and refine requirements. Excellent writing skills to create professional data processing documents which include, but are not limited to: requirements documents, project scope documents, impact analysis reports, project status reports, business letters, procurement documents, complex business case documents, procedures and system documentation. Ability to design, develop and present visual presentations using automated computerized presentation tools to inform customers and LDC management of project issues, status, system features, and proposals. Demonstrated knowledge of project management practices, tools and techniques to ensure projects stay on schedule.

**DESIRABLE QUALIFICATIONS:** Experience with HP/Peregrine Service Management (SC 6.0) software and architecture. Experience with additional Oracle E-Business Suite applications and/or related products including Projects, OTL, and Fixed Assets. Experience with analysis, design and programming techniques to develop effective automated client/server and web solutions. Experience using RUP methodologies. Experience with requirements analysis using the Volere methodology. Experience with one or more commercial multi-user database systems designing and creating database structures to store, retrieve, update and display data in a relational database. Knowledge of configuration management tools to manage version control and tracking of program changes. Experience with user interface development tools and leading the development of one or more GUI or web interfaces for highly complex applications. Knowledge of testing methods and tools used to ensure appropriate development of test scripts and expected test results for unit testing, system testing, integration testing, regression testing and acceptance testing.

## **SELECTION INFORMATION:**

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **OTHER RELATED INFORMATION**

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/employment>

**THIS IS A COMPETITIVE PROCESS.** If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

**Interview Scope:** If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.